



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	Program Director	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Starting Exempt \$64, 200	<b>Position Type:</b>	Full time 40 hours per week
<b>HR Contact:</b>	Kristin Lowery	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Executive Director		
<b>Benefits:</b>	9 Paid Holidays, 152 hours of Paid time off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance and Retirement Benefit Options		

**Applications Accepted By:**

**E-mail:**  
 kristinl@alliance4you.org  
 Subject Line:  
**Attention:** Human Resources

## Job Description

### Role and Responsibilities

Responsible for oversight of day-to-day operations of Valley Crisis Center programs throughout Merced County.

### Overall Operations:

- Supervises Valley Crisis Center Staff (Program Coordinator, Shelter Coordinator, Campus Coordinator, and Program Specialist's).
- Ensures overall Program compliance with agency policies, funding guidelines, program objectives, program procedures, etc.
- Evaluates all programs at Valley Crisis Center
- Oversees office operations and facilities management
- Ensures adequate staffing and resources to meet program needs.

### Administrative Duties:

- Attends Program and Administrative Team meetings.
- Organize, coordinate, and attend meetings, as requested. (Domestic Violence Response Team, etc.).
- Ensure organization of program related areas of agency network.
- Participates in Administrative Team Meetings as requested by Executive/Administrative Directors.





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## **External Relationships/Community Collaborations:**

- Responsible for building and maintaining strong, collaborative community relationships throughout Merced County.
- Represents the agency at all functions in Merced County.
- Provides Advocacy with external partners as needed, including law enforcement, human services agencies, etc.
- Ensures the provision of training to all community partners as requested and appropriate.
- Ensures the development and maintenance of essential community collaborations (Family Violence Protocol Meeting and Sexual Assault Response Team Meetings).
- Ensures VCC representation at community meetings deemed to be important to VCC.
- Includes ED of agency in meetings and functions at times where it benefits VCC, and at times where decisions may be made which will impact overall funding or operations of agency.

## **Fiscal Responsibilities:**

- Creates new budgets and monitors existing VCC budgets.
- Monthly review of financials for VCC Programs and recommendations to Deputy or Executive Director when budget changes are necessary.
- Ensures spending remains within budget guidelines or that budget modifications are completed to reflect true spending patterns.
- Responsible for ensuring VCC compliance with day-to-day accounting policies and procedures regarding purchases.

## **Fund Development:**

- Searches for and proposes new grants and fundraising opportunities to ED.
- Works with ED in the development of grant proposals.
- Responsible for overseeing local fundraising efforts (individual donors and events) for VCC – works directly with board committee assigned to fundraising for VCC.
- Ensures donors are thanked and information is compiled in agency database.
- Works with Administrative Team in development of grant proposals for the Programs.

## **Grants Management:**

- Ensures compliance with work plan objectives of all grants and contracts implemented in the VCC Program.
- Ensures compliance with budget expenditures of all grants and contracts in the VCC Program.
- Works with the AD and Program staff to ensure all fiscal and progress reports are completed in a timely and accurate manner.
- Maintains ongoing communications with VCC funders in program matters.
- Maintains ongoing communication with AD when work plan and budget modifications are necessary.





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## **Complaints and Grievances:**

- Reviews all complaints and grievances by community partners, staff, and clients of VCC.
- Makes determination as to when ED needs to be involved.

## **Overall VCC Personnel Management:**

- Ensures VCC staff and volunteers receive the necessary training and orientation needed for successful job completion (DV training and SA training).
- Ensures VCC staff and volunteers receive the necessary administrative training upon hire.
- Ensures all VCC supervisors are successfully implementing personnel policies and that all VCC staff and volunteers are compliant with policies.
- Ensures ongoing VCC staff meetings are occurring in a productive manner.
- Ensures ongoing attention to morale and self-care issues with VCC.

## **DV/SA Data Oversight:**

- Develops and maintains protocols and procedures for client data collection in all agency DV and SA programs, including Merced and Mariposa Counties.
- Oversees data entry and reporting throughout DV and SA programs.
- Ensures all DV/SA in both Merced and Mariposa Counties are adequately trained and have a good comprehension of data collection and reporting strategies.
- Ensures data in all programs is submitted and entered into database in a timely manner.
- Ensures statistical progress and data reports are run in timely and accurate manner so information may be included in progress reports.
- Ensures data entry staff receives adequate training and supervision to ensure accurate and timely data entry.

## **Training:**

- Provides oversight and implementation of 40 hour mandated Domestic Violence and Sexual Assault training throughout both Mariposa and Merced Counties.
- Provides oversight and implementation of Human relations training throughout both Mariposa and Merced Counties.

## **Volunteer Management:**

- Ensures effective recruitment, screening, training and coordination of volunteer program in Merced County.

## **Facilities Management:**

- Ensures all VCC facilities meet program standards, operate according the health and safety policies, and are run efficiently and effectively.

## **Information and Technology:**

- Ensures all VCC staff have their needs met with regards to technology.
- Communicate with Administrative Director regarding major needs or problems with IT systems.





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## **Qualifications and Education Requirements**

### **Knowledge of:**

- Computers and Software Programs (Word; Excel; Internet)
- Domestic Violence and Sexual Assault Service Delivery
- Crisis Intervention and Peer Counseling Techniques
- Criminal justice system and community resources

### **Ability to:**

- Communicate effectively orally and electronically in writing with individuals and groups.
- Organize and prioritize tasks according to deadlines and client needs.
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances.
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population.
- Supervise volunteers from various backgrounds and levels of experience.

### **Education/Experience:**

- Bachelors or Master's Degree and two years' work or volunteer experience in the field of social services.
- At least 2 years supervisory experience.
- At least 2 years grant management experience.

### **Physical Requirements:**

- Facility to see read and distinguish instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.





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**Note:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

**Additional Requirements:**

- Must complete finger printing and background check upon hire, at Alliance expense if cleared. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance

*Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.*

*Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.*

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:		Revised Job Description Date:	

***\* Upon Hire, this will be signed and dated by the applicant. \****

Signature

Date

